

To: Dr. Mike Riggle
Board of Education

From: Dr. John Finan
Dr. Lauren Fagel

Date: Monday, September 11, 2017

Re: Request of Approval for Professional Leave Expenses - National Council for Social Studies Annual Conference

Recommendation

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$5400 as presented.

Background

In keeping with Board Policy 2060, the Board of Education has established a maximum allowable amount for prepaid expenses and reimbursement for travel, meal and lodging expenses to an amount not to exceed \$5,000 aggregate per professional leave trip. In the event that a trip's expenses exceed the per trip aggregate cost, the Board of Education is required to approve the expenses by a roll call vote at an open meeting.

The Business Services department has implemented a process where they are notified if there is a desired trip that exceeds the \$5,000 aggregate threshold. In response to the request, a formal memo is drafted and information is presented to the Board of Education for consideration prior to any expenses being incurred by the District.

Attached is a professional leave opportunity summary that is being submitted for consideration.

Request of Approval for Professional Leave Expenses

Name of Event	Dates and Location of Event
National Council for Social Studies Annual Conference	November 17-19, 2017 San Francisco, CA

Overview and Description of Event
<p>The annual NCSS conference is the largest and most comprehensive social studies professional development conference. The 3-day event will bring together over 3000 educators to to share the most current knowledge, ideas, research and expertise in social studies education. The conference offers an opportunity for educators to rejuvenate their teaching strategies and collaborate with some of the leaders in social studies education. Attendees can choose from over 900 presentations by researchers and practitioners, receive classroom-ready resources, interact with well-known speakers, share teaching strategies and solutions with peers, and discover the latest teaching products and services.</p>

Rationale for Attending Event
<p>Teachers have the opportunity to connect with other social studies educators around the country and learn about current trends and issues in social studies education, and to gain more knowledge in content and pedagogy by attending a number of peer-reviewed breakout sessions conducted by other educators and professionals in the field of social sciences. These sessions often provide resources for teachers to bring back to their classes and students. We also have teachers who will be presenting or conducting leadership responsibilities for the organization.</p>

Outcomes
<p>Teachers who attend the national conference bring back resources and ideas to enhance curriculum and instruction in our courses. They also make valuable connections with other professionals who become resources for materials, lessons, and opportunities for our students. An emphasis on social studies standards and the C3 framework (standards for college, career, and civic life) throughout the conference benefit our teachers in aligning our curriculum with state and national guidelines.</p>

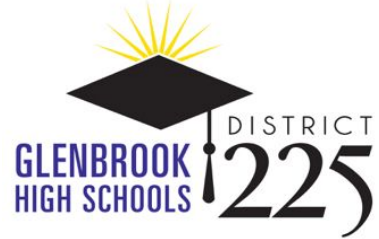
Possible Alternatives Considered
<p>This is the primary professional development event for the national organization. Other opportunities for professional learning provided by NCSS (such as webinars) do not have the same impact in terms of scale and variety of presentations, nor the opportunity to collaborate with other teachers.</p>

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes	
<i>Registration:</i>	\$280	\$1680
<i>Lodging:</i>	\$300 per person for three nights	\$1800
<i>Meals:</i>	n/a	
<i>Vehicle Expense:</i>	n/a	
<i>Airfare Expense:</i>	\$300 roundtrip from Chicago to San Francisco	\$1800
<i>Other:</i>	Cab fare to/from airport to conference site: \$20 per person	\$120
Total Cost	\$900	\$5400

Please indicate N/A in an expense category if it is not applicable to this trip.

Employees Attending	Employees Attending (Continued)
Glenbrook South: <ul style="list-style-type: none"> ● Sejal Schullo ● Heather Chambers ● Elizabeth Lupfer ● Susan Flickinger 	Glenbrook North: <ul style="list-style-type: none"> ● Scott Williams ● Jerome Hoynes

Supervisor(s) Approval
Scott Williams and Jeannie Logan



To: Dr. Mike Riggle
Board of Education

From: Dr. Lauren Fagel
Dr. John Finan

Date: September 11, 2017

Re: Request of Approval for Professional Leave Expenses - ACTFL Conference 2017

Recommendation

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$10,400 as presented.

Background

In keeping with Board Policy 2060, the Board of Education has established a maximum allowable amount for prepaid expenses and reimbursement for travel, meal and lodging expenses to an amount not to exceed \$5,000 aggregate per professional leave trip. In the event that a trip's expenses exceed the per trip aggregate cost, the Board of Education is required to approve the expenses by a roll call vote at an open meeting.

The Business Services department has implemented a process where they are notified if there is a desired trip that exceeds the \$5,000 aggregate threshold. In response to the request, a formal memo is drafted and information is presented to the Board of Education for consideration prior to any expenses being incurred by the District.

Attached is a professional leave opportunity summary that is being submitted for consideration.

Request of Approval for Professional Leave Expenses

Name of Event	Dates and Location of Event
2017 Annual Convention & World Languages Expo	November 17-19, 2017 Nashville, TN

Overview and Description of Event
<p>This is the national conference of our professional organization: the American Council on the Teaching of Foreign Languages (ACTFL). The ACTFL Annual Convention and World Languages Expo is an international event bringing together more than 7,000 language educators from all languages, levels, and assignments. The primary goal of the conference is to provide a comprehensive professional development experience that will have an impact on language educators at all levels of teaching and in turn help their students to succeed in their language learning process.</p>

Rationale for Attending Event
<p>The teachers attending, from both GBN and GBS, have been selected to present at the convention, based on proposals they submitted prior to the deadline of January 13, 2017. Presenters were notified that they were chosen in spring 2017. The tenth person on this request is our Russian teacher, and professional learning opportunities for her specialty are very limited beyond the national conference. Our smaller language programs need this support and we regularly rotate so that professional development is allocated in an equitable manner.</p> <p>The WL faculty and our school district have earned an impressive reputation due to their curricular, instructional and professional presentational skills. Several had been specifically invited by ACTFL to submit proposals based on the excellent reviews earned at previous conferences and/or workshops. In fact, the feedback they receive from peers on their presentations advances their own practice. In addition to these interactions shared with others, our teachers gain immensely from attending the workshops of other colleagues from the nation and beyond.</p>

Outcomes
<p>The World Language team will learn from sharing their expertise through presentations on a variety of cutting edge curricular and instructional practices, and integrating the themes in novice and intermediate curricula, using the Google suite to improve language learning, incorporating current events in the language classroom, designing strategies to develop listening and writing skills, and creating integrated performance assessments.</p> <p>The team will expand their expertise through collaboration with counterparts by attending and presenting sessions, creating additional professional contacts to continue strengthening their skills in addition to improving our district programs.</p> <p>The team will return to GBN and GBS with an ongoing commitment to be highly effective in using best practices to support student language learning.</p>

Possible Alternatives Considered

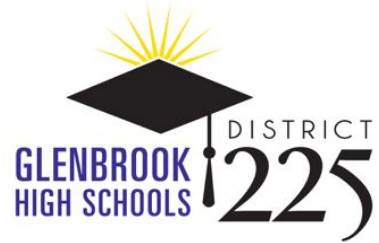
There is no direct substitute for this high level of professional interaction at the national/international level with thousands of attendees in a non-language specific format. The ACTFL convention is the world's most comprehensive language education meeting featuring more than 800 educational sessions in a variety of formats that focus on innovative programs, emerging trends that impact the language profession, and research-informed practices.

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes-1 day	
<i>Registration:</i>	\$245	\$2,450
<i>Lodging:</i>	\$400	\$4,000
<i>Meals:</i>	N/A	N/A
<i>Cab Expense:</i>	\$40	\$400
<i>Airfare Expense:</i>	\$355	\$3,550
<i>Other:</i>		
Total Cost	\$1000	\$10,400

Please indicate N/A in an expense category if it is not applicable to this trip.

Employees and Building Attending	Employees and Building Attending (Continued)
<ul style="list-style-type: none"> ● Lindsey Camacho (GBS) ● Emma Hanna (GBS) ● Natalie Kaminski (GBS) ● Anne Walsh (GBS) ● Jorge Zamora (GBS) 	<ul style="list-style-type: none"> ● Svetlana Borisova (GBN) ● Danielle Holden(GBN) ● Josh Morrell (GBN) ● Leslie Rathunde (GBN) ● Amanda Vogg (GBN)

Supervisor(s)
Danita Fitch & Josh Morrell



To: Dr. Mike Riggle
Board of Education

From: Dr. John Finan
Dr. Lauren Fagel

Date: Friday, August 11, 2017

Re: Request of Approval for Professional Leave Expenses - PLTW National Summit

Recommendation

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$8028 as presented.

Background

In keeping with Board Policy 2060, the Board of Education has established a maximum allowable amount for prepaid expenses and reimbursement for travel, meal and lodging expenses to an amount not to exceed \$5,000 aggregate per professional leave trip. In the event that a trip's expenses exceed the per trip aggregate cost, the Board of Education is required to approve the expenses by a roll call vote at an open meeting.

The Business Services department has implemented a process where they are notified if there is a desired trip that exceeds the \$5,000 aggregate threshold. In response to the request, a formal memo is drafted and information is presented to the Board of Education for consideration prior to any expenses being incurred by the District.

Attached is a professional leave opportunity summary that is being submitted for consideration.

Request of Approval for Professional Leave Expenses

Name of Event	Dates and Location of Event
PLTW Summit 2017	October 22-25, 2017 Orlando, FL

Overview and Description of Event
<p>The Project Lead the Way Summit is the premier gathering of Project Lead The Way's network of K-12 district, school, and teacher leaders and STEM education advocates. These educators are committed to PLTW's mission – empower students to thrive in an evolving world – and come to the PLTW Summit to learn what's new and next in order to provide transformative learning opportunities for their students.</p>

Rationale for Attending Event
<p>At PLTW Summit 2017, attendees will have access to PLTW's renowned professional development, based on best practices, through more than 250 interactive workshops, hands-on learning opportunities designed to model the PLTW classroom experience, and connect with 2,000 guests who are committed to empowering students to thrive in an evolving world.</p> <p>The PLTW Summit provides an unmatched opportunity to engage with and learn from others who are dedicated to empowering students to thrive. Guests can expect to discover best practices for delivering and supporting hands-on learning experiences that help students draw connections between what they learn today and how it is relevant to their lives and future careers.</p> <p>PLTW Summit 2017 brings together a diverse group of guests – teachers, school administrators, students, and business, university, and community leaders – focused on transforming the K-12 learning experience. They come together to learn more about how to make the most of PLTW programs to engage students, expand their teaching practices, and create opportunities for their community. Guests have countless opportunities to learn and grow through motivating keynotes, interactive workshop sessions, and lively networking events.</p>

Outcomes
<p>The Career & Technical Education team from GBS and GBN will expand their expertise through collaboration with colleagues, by attending sessions, hands-on workshops and technology demonstrations, while creating additional professional contacts to continue strengthening their skills in addition to improving our district programs.</p> <p>Some examples of sessions we will attend include the following: Closing the Gender Gap: Recruiting and Supporting Girls in Engineering, Streamlining ROBOTC Instruction: Quick Ways to Solve Common Problems, Techniques to Engage All Learners (Not Just Future Engineers) in Design and Modeling, Standards-Based Grading in PLTW, Establishing Professional Partnerships to Enhance Your PLTW Program.</p> <p>The team will return to GBN and GBS with an ongoing commitment to be highly effective in using best practices to support student learning in this STEM area. Project Lead the Way teachers will share with their colleagues what they've learned as well as relevant resources to inform and enhance curriculum and instructional practice. Administrators will develop strategies to support teacher and staff development, engage community partners, improve percentage of underrepresented populations, and target funding sources.</p>

Possible Alternatives Considered

There is no direct substitute for this premier gathering of Project Lead The Way's network of K-12 district, school, and teacher leaders and STEM education advocates. The biannual Project Lead the Way Summit is the nation's largest and most comprehensive gathering of PLTW professionals, featuring more than 250 interactive workshops and educational sessions in a variety of formats that focus on innovative programs, emerging trends in STEM instruction and research-informed practices.

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes--3 days teachers; 1 block IS	
<i>Registration:</i>	\$695	\$2780
<i>Lodging:</i>	\$887	\$3548
<i>Meals:</i>	N/A	N/A
<i>Cab Expense:</i>	\$75	\$300
<i>Airfare Expense:</i>	\$350	\$1400
<i>Other:</i>		
Total Cost	\$2007	\$8028

Please indicate N/A in an expense category if it is not applicable to this trip.

Employees Attending	Employees Attending (Continued)
<ul style="list-style-type: none"> ● Dawn Hall ● Justin Zummo 	<ul style="list-style-type: none"> ● Mary Kosirog ● Jason Berg

Supervisor(s) Approval
Dawn Hall and Mary Kosirog